

~~CONFIDENTIAL~~

| DELETIONS   |                |              | ADDITIONS   |                |              | NET CHANGE            | ORGANIZATION CODE |
|---|----------------|--------------|---|----------------|--------------|-----------------------|-------------------|
| ORGANIZATION AND POSITION TITLE   | SERIES & GRADE | POSITION NO. | ORGANIZATION AND POSITION TITLE   | SERIES & GRADE | POSITION NO. | NEW BR. & DIV. TOTALS | (Machine Records) |
| <u>OFFICE OF TRAINING-SPECIAL</u><br><u>BASIC TRAINING DIVISION</u><br><u>INTERIM TRAINING BRANCH</u> |                |              | <u>OFFICE OF TRAINING-GENERAL</u><br><u>MANAGEMENT TRAINING DIVISION</u><br><u>CLERICAL TRAINING BRANCH</u>   |                |              | <div></div>           | 25X9              |
| Clerk Stenographer  | GS-312-4       | 646          | Trng Of-Cler Flds<br>(Place on T/O after U 853.04)  | GS-1711-7      | 853.05       |                       |                   |
| Training Instructor   | GS-1710-11     | 643          | <u>SUPPORT STAFF</u><br><u>ADMINISTRATIVE SERVICES BRANCH</u>   |                |              |                       |                   |
|   |                |              | Records Managment Of<br>(Place on T/O after U 83)   | GS-306-11      | 900          |                       |                   |
| <u>SUPPORT STAFF</u><br><u>TRAINING AIDS BRANCH</u>   |                |              | <u>TRAINING AIDS BRANCH</u><br><u>EDITORIAL AND REPRODUCTION SECTION</u>  |                |              |                       |                   |
| Clerk (Typing)  | GS-301-4       | 107          | Clerk (Typing)<br>(Place on T/O after U 582.03)   | GS-301-4       | 582.04       |                       |                   |
| <u>PHOTOGRAPHIC AIDS SECTION</u>  |                |              | <u>PHOTOGRAPHIC AIDS SECTION</u>  |                |              |                       |                   |
| Photographic Aide   | GS-1060-4      | 838          | Motion Pic Proj   | GS-1668-6      | 836.02       |                       |                   |
| By written request of the Director of Training.<br>No change in T/O strength.                         |                |              | 25X1A   |                |              |                       |                   |
| NEW OFFICE TOTALS   |                |              | APPROVAL  |                |              |                       |                   |
| T/O Strength <div></div> 25X9   |                |              | The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.<br><div></div><br>Chief, Class. & Wage Div.<br>TITLE |                |              |                       |                   |

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage  
Division

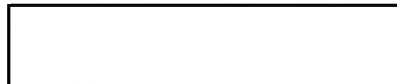
DATE: 22 July 1953

FROM : Director of Training

SUBJECT: Request for T/O Change - Establishment  
of Area Records Officer position.

1. In keeping with the Agency policy that every component is to provide for an internal Record Management Program to be developed and implemented by an Area Records Officer, it is requested that a GS-11 position be established in the Administrative Branch of the Support Staff to handle this function. We believe that the "Area Records Officer" should be directly responsible to the Chief, Administrative Services Branch, Support Staff, and that the position should be located there organizationally.

2. We request that a position be transferred from the Interim Training Branch, Basic Training Division, Training, Special to the Support Staff to provide for the establishment of this Area Records position. This surplus position is number U 643, GS-11, Training Instructor and can be transferred immediately.



MATTHEW BAIRD

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 17 July 1953

FROM : Director of Training

SUBJECT: Request for T/O Change -  
Management Training Division

1. The training load being carried by the Clerical Training Branch, Management Training Division, has been increasing recently and is expected to continue along those lines in the near future. With the present staff, there is little opportunity for the further intelligence training of its members and serious problems are created by the absence of any one of them for illness, emergency, or leave. Based upon this plus a careful consideration of the staff needs, we request that an additional position, GS-7, Training Officer, Clerical Field, be approved and set up in the Clerical Training Branch, Management Training Division, Office of Training (General).

2. After a survey of the needs of TRS, we recommend that a position be transferred from the Interim Training Branch, Basic Training Division, Training (Special), to the Clerical Training Branch to accommodate the above request. The position is number U 646, Clerk-Stenographer, GS-4, Interim Training Branch.



MATTHEW BAIRD

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